

U.S. MISSION, PAKISTAN - CONSULATE GENERAL KARACHI

VACANCY ANNOUNCEMENT NUMBER: 10-155

OPEN TO: All Interested Candidates
POSITION: **Dispatcher**, FSN-6, FP-8*
POSITION NO: N-52109

OPENING DATE: May 18, 2010
CLOSING DATE: May 31, 2010

WORK HOURS: Full-time; 48 hours/week
*Not-Ordinarily Resident: US\$ 33,390 p.a. (Starting salary)
(Position Grade: FP-8 to be confirmed by Washington)
*Ordinarily Resident: Rs.547,679 p.a. (Starting salary)

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Consulate General in Karachi is seeking an individual for the position of Dispatcher in the Motor Pool Section.

BASIC FUNCTION OF POSITION:

The incumbent holds one of three Dispatcher positions in Motor Pool, which operates 24/7. During the designated shift, the Dispatcher controls the assignment of motor vehicles and chauffeurs. Supervises the performance of the chauffeurs and collects and records required vehicle usage data. Karachi is a high threat security post. Performs other related duties as assigned by the supervisor.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office.

QUALIFICATIONS REQUIRED:

NOTE: *All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.*

1. **EDUCATION:** Completion of Secondary School (10 years of education) is required.
2. **EXPERIENCE:** Three years as a chauffeur, motor pool dispatcher, or related experience is required.
3. **LANGUAGE:** Level III (good working knowledge) Reading/Writing/Speaking in English and Level IV (fluent) Reading/Speaking/Writing in Urdu is required.
4. **KNOWLEDGE:** Must be have a good knowledge of general motor pool operations and scheduling chauffeurs and vehicles.
5. **ABILITIES & SKILLS:** Must possess a valid HTV Pakistani driver's license for passenger vehicles and light and heavy weight truck vehicles. Must be computer literate and be able to use MS Office.

SELECTION PROCESS:

When equally qualified, U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

1. Post Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Applicants for the position must meet the **required** qualifications as advertised in the vacancy announcement. Trainee level(s) may be established below the full performance grade level listed if not fully qualified.
5. Current employees who have voluntarily been reassigned/promoted from one position to another are not eligible to apply within **six months** from the effective date of the reassignment/promotion.
6. Current employees who have received any training which incurs a cost to the U.S. Government (Mission-funded or Washington-funded) at his/her present position are not eligible to apply in another section/agency within **six months** from the effective date of the training.
7. Candidates need to indicate on the Application for Employment if any family member is working in the U.S. Mission, Pakistan and, if so, in which section they are employed.

TO APPLY:

Interested applicants for this position must submit the DS-174 (Application for Employment as Locally Employed Staff or Family Member) on the following address or email at HROIslamabad@state.gov. To see all open advertised positions, please visit Embassy website http://islamabad.usembassy.gov/employment_opportunities.html. Only shortlisted candidates will be contacted for test or interview.

SUBMIT DS-174 TO

Human Resources Office
U.S. Embassy Islamabad
P.O. Box 1048, GPO
Islamabad

DEFINITIONS:

1. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residence focus to the host country and has the required work and/or residency permit for employment in country.
2. Not-Ordinarily Resident (NOR): Typically NORs are US citizen EFM's (Eligible Family Members) and family members of FS, GS, and military personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: May 31, 2010

U. S. Mission, Pakistan is an equal opportunity employer. All applicants will receive consideration without regard to race, color, religion, gender, national origin, disability, age, sexual orientation, social status, or political ideologies/affiliation.